



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL MEETING
BOARD OF DIRECTORS MINUTES – September 19, 2012**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Director Malin led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Fred Cox, Battalion Chief; Bret Davidson, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlena Rannals, Board Clerk

2. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

3. Public Comment

No one requested to speak to the board.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar with the removal of 4.b.6 – Correspondence (DeGoler).

a. *Board of Directors Minutes*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

Board of Directors minutes of August 8, 2012

b. *Receive and File*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23173 thru 23260 for the period August 1 – 31, 2012 totaling:	\$ 282,129.81
Payroll for the period August 1 – 31, 2012	<u>\$ 433,758.37</u>
	\$ 715,888.18

(2) Activity Reports – August 2012

- Operations
- Training
- Fire Prevention

(3) Travel Reports

- Michel – IAAP Annual Meeting – Grapevine, TX

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(4) District Articles

(5) Correspondence – letters/cards were received from the following members of the public:

- Parks

Director Ashcraft requested to pull the correspondence received from DeGoler and inquired if the district intended to respond. Chief Michel reported that Chief Galindo responded appropriately to the resident and that staff has been working with Rancho Santa Fe Association to begin mitigating the dead trees. Staff has been working to create a partnership with the homeowners associations, which is in the best interest for all residents and community risk reduction. At the conclusion of the discussion, the board members were assured that staff is working on plans to address the dead and dying trees within the district. Staff offered to include in future fire prevention reports an update on the status of the trees.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file:

(5) Correspondence – letters/cards were received from the following members of the public:

- *DeGoler*

5. Old Business

a. Appeal – Fire Code Ordinance No. 2011-01 Requirements

Chief Michel reported that he had not received any additional information from the property owner since the last meeting. This matter will be scheduled for action at the October meeting.

6. Public Hearing

a. Final Budget Fiscal Year 2012/2013

President Ashcraft opened and closed the public hearing. Karlana Rannals informed the Board that she had not received any written correspondence regarding the final budget.

7. New Business

a. Final Budget FY2012/2013

Chief Michel reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. He reported that the primary differences were

- Revenue: tax revenue is approximately 3% lower than FY12 resulting from reduced assessed valuation and tax refunds
- Expenditures
 - Personnel – increase primarily due to increased medical and retirement costs
 - Other Expenditures – increases are primarily due to increased costs for services
 - Capital – a replacement fire engine is planned for FY13

Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2012/2013 Budget as presented.

Ten-minute recess

b. LAFCO 2012 Special Districts Election

Chief Michel informed the Board members that to elect representatives to the LAFCO Committee and Special District Advisory Committee, the District must authorize a board member to cast the ballot. He requested that the Board of Directors authorize the Board President to cast the ballot on behalf of the Fire District

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Board President to cast the ballot on behalf of the Fire District uninstructed.

8. Resolution/Ordinance

a. Resolution No. 2012-13

Ms. Rannals reviewed the purpose of the resolution and stated that the County requires that the District renew each year as a participant in the Fire Mitigation Fee Fund program. This resolution identifies future capital expenditures planned over the next five years.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2012-13 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting the Fire Mitigation Fee Fund Multi-Year plan on a roll call vote:

AYES:	Ashcraft, Hickerson, Hillgren, Malin, Tanner
NOES:	None
ABSTAIN:	None
ABSENT:	None

b. Resolution No. 2012-14

Ms. Rannals summarized the staff report provided which establishes committed and/or constrained fund balances for FY12. She reported that at the completion of the independent audit, staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2012-14 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs.

Chief Michel also explained the purpose of the two new committed funds, which plans for the potential upgrade to the County's regional communications system.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2012-14 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY12 on a roll call vote:

AYES:	Ashcraft, Hickerson, Hillgren, Malin, Tanner
NOES:	None
ABSTAIN:	None
ABSENT:	None

9. Oral Report

a. *Fire Chief – Michel*

- i) Fire Services Agreement – Cielo: he reports that the district has received a notice that the Cielo Company is in potential default. After consulting with legal counsel, he believes the notice has more to do with the fire services agreement. This is for information only.
- ii) Cooperative Efforts: a meeting with the city managers was held and he does not believe there will be a governance meeting scheduled before November.
- iii) Feasibility Study by Citygate Associates – Update: he reports that the preliminary feasibility study was completed providing the District positive comments and recommendations.
- iv) Fire Prevention Week (*October 7-13, 2012*):
 - (1) Pancake Breakfast (*October 7, 2012*): the breakfast will be held at station 1 and all board members are invited to come.
 - (2) Fairbanks Ranch Fire Station Open House (*October 21, 2012*): this activity will also be an opportunity for public education. All board members are invited to participate.
- v) District Activities
 - (1) CalPERS Conference – Indian Wells (*October 22-24, 2012*): he asked if any board member wanted to attend the conference. Director Tanner has agreed to attend.
 - (2) Shaun Phillips from the San Diego Chargers made a visit to the 4S Ranch station on September 11 to thank the on duty personnel for their service to the community.

b. *Operations – Chief Ward*

- i) Chief Ward reported 253 calls for service the previous month. He reported on a structure fire in Del Dios:
- ii) Distributed a monthly weather outlook for the remainder of September.

c. *Training – Battalion Chief Davidson*

- i) Chief Davidson summarized the following training activity for all personnel:
 - (1) Trench rescue
 - (2) Swift water rescue
 - (3) New Hire: two individuals completed a mini-academy to begin their one-year probationary position.

d. *Fire Prevention*

- i) *Deputy Fire Marshal (Renee Hill)*
 - (1) Weed abatement: there were no forced abatements the previous month.
 - (2) New construction was down considerably the previous month
 - (3) Busy with the eucalyptus tree project and inspections

e. *Administrative Manager – Rannals*

- i) Reminded the board members that the ethics training will be held in December

f. *Board of Directors*

- i) North County Dispatch JPA – Update: Ashcraft – A meeting was held August 23 and he reports that they settled the labor negotiations for a two-year period.
- ii) County Service Area – 17 – Update: Hickerson – Chief Michel reported the county held two public hearings regarding the ambulance RFP.
- iii) Comments
 - (1) Ashcraft: he congratulated Director Hillgren as the recipient of the President’s award from USC.

10. Closed Session

Pursuant to section 54957.6, the board met in closed session from 3:35 – 5:03 pm to discuss the following:

b. CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Battalion Chief (4); Administrative Manager

Under Negotiation: Compensation

All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the matter listed was discussed and the board agreed to pay a one-time stipend to all full-time employees.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve all fulltime district employees (as of September 19, 2012) a one-time stipend of \$5,000 to be paid on September 30, 2012.

11. Adjournment

Meeting adjourned at 5:07 pm.

Karlena Rannals
Secretary

James H Ashcraft
President